



### 3. JPC Subgroup reports

#### 3.1. Modelling

- 3.1.1. XZ - reported back to the JPC as per the sub-group minutes
  - 3.1.1.1. Dynamic Model - Hardest bit is deciding which background Generation level to use. Deciding how much demand.
  - 3.1.1.2. AH - Where are we going with the B6? XZ 12 months to decide what the 2024 solutions is. Need to get NG TO involved.

**1125-02 ACTION** - AH to pick up with SW]

- 3.1.1.3. Discussion about approaches to modelling across the TOs
- 3.1.1.4. STC - 1 or 2 needing a year to address OFTOs issues
- 3.1.1.5. BP brought up the question of how large windfarms should be modelled. In particular, BP queried how NGET do this and whether there were detailed models that could be shared with the Scottish TOs.

**1125-03 ACTION** – Xiaoyao to invite Vandad Hamidi to next JPCMG to discuss.

- 3.1.1.6. EDF - revised DRC data (Hunterston-Torness) re derogation request - not reflected in Wk 24 data.

**1125-08 ACTION** – Xiaoyao to follow up and review governance.

#### 3.2. Investment Planning

- 3.2.1. SW - reported back to the JPC as per the sub-group minutes
  - 3.2.1.1. **1125-04 ACTION** - Bol Paper to be circulated Jan JPC
  - 3.2.1.2. **1125-05 ACTION** Connect & Manage - how does that relate to Peterhead, how do we release capacity? What really breaks the system?
  - 3.2.1.3. PLDs should be discussed in JPC-IP. JPC does not sign-off investment decision.

#### 3.3. Offshore Coordination

- 3.3.1. KL - reported back to the JPC as per the sub-group minutes

#### 3.4. ETYS

- 3.4.1. RP - reported back to the JPC as per the sub-group minutes
  - 3.4.1.1. ETYS to be published on Friday (28th Nov)
  - 3.4.1.2. STC/STCP to be circulated and SPT/SHET to send comments to RP
  - 3.4.1.3. Email Agreements from other TOs - process has run smoothly?

#### 3.5. Operational Assessment

- 3.5.1. KD -reported back to the JPC as per the sub-group minutes

#### 3.6. Project Coordination and Progress Review

- 3.6.1. Agreed that issues were being picked up regularly and meetings were working well

#### **4. PLDs**

4.1. Catherine Hiorns and Vivien Hobbs made a presentation on the recent Deep Dive carried out into the PLD process and provided the TOs with a new Process diagram with timelines to be discussed and reviewed.

**1125-06 ACTION:** - TOs to provide feedback

#### **5. Funding Proposals for Reactive Compensation identified in the NESOS work**

Minimum Voltage Studies 2016/17 have been carried out including low wind, no Peterhead or Longannet.

Unlikely to be able to deliver any earlier than the end of the year.

Expected outcome is that 1BMU would be required at either Peterhead or Longannet

The belief is that there are sufficient operational measures to secure Scotland.

Review and sign-off will be at Mike Calviou level.

In the new year we will sit down and reflect on how it went.

#### **6. Enabling/Wider Decision Tree - re: Peterhead Studies**

SW worked through the example of Peterhead with the JPC - cross-ref Action 1125-04

**1125-07 ACTION:** SW send flow diagram to TOs

#### **7. Caithness Thermal Exports**

Discussion was had around Section 2 compliance at Caithness. Is 70% of max wind generator output the right number? Discussed the lack of generation to actually control.

#### **8. Strategic Wider Works**

No major issues - pick up at next meeting

#### **9. Joint Projects**

No major issues - pick up at next meeting

#### **10. Dates of next meetings**

- 10.1. 27th January 2015 - Scotland, Newbridge
- 10.2. 14th April 2015, Scotland, Blantyre
- 10.3. July 2015, Warwick

#### 10.4. List of Actions

##### Ongoing

Actions Ref	Action	Action by	Action Due	Status
1013-01	Concern raised with respect to the arrangements in place for OFTOs to ensure confidentiality of information. This has been previously raised with Ofgem, if no clear response has been received from Ofgem; we may need to raise our concerns again. It was noted that there was ongoing discussions with Ofgem.	AH	ONGOING	Will bring up under AOB at STC panel
0114-07	Provide an update on the progress of non load-related PLDs	MP	ONGOING	Require update from MP
0114-24	VH to investigate Livelink and Huddle	VH	ONGOING	COMPLETE Now have access to LL (will now work out how to set up a group)
0429-05	SPT & SHETL to review and update. (TORI & PLD updates for Kintyre-Hunterston)	DA/BP	ONGOING	AHu to cross check with Mahesh (one of the PLDs requires a small tweak?)  COMPLETED – new TORI and PLD received 15/01/2015
0429-14	BA to circulate round a file note on Security of Supply - progress so far and key findings. Re-assigned to RP	RP	ONGOING	In Circulation  What is the probability of being in the region of (3.8-4.5) - what can we do about or do to improve transfers? With no generation in Scotland there are issues (depending on how extreme the assumptions are). Security to Scotland - are we comfortable 3.8 is a big

				<p>enough number for Winter going forward? Do we want RP and the team to look at what we need to do to improve the load sharing?</p> <p>What is the probability that transfers would exceed 3.8 in the Winter period?</p>
0710-08	AH/RP to set up a days workshop on NDP with SHET & SPT. BP and DC to nominate attendees.	AH	by next meeting	<p>ONGOING</p> <p>High Priority</p>

### New

1125-01	Circulate ENSG paper on non-firm access to JPC members	AH	by next meeting	
1125-02	Modelling – B6 Solution? AH to take up with SW	AH		
1125-03	Xiaoyao to invite Vandad Hamidi to next JPCMG to discuss modelling of Large Windfarms and sharing of information with Scottish TOs	XZ	By next meeting	
1125-04	Bol Paper to be circulated Jan JPC	SW	by next meeting	
1125-05	Connect & Manage - how does that relate to Peterhead, how do we release capacity? What really breaks the system?	SW		completed later in the same meeting
1125-06	PLDs - TOs to provide response to proposed process	DA/BP	by next meeting	
1125-07	Enabling/Wider decision tree - SW to send flow diagram to TOs	SW	By next meeting	
1125-08	Ref minute 3.1.1.6: Xiaoyao to follow up and review governance.	XZ	By next	

			meeting	
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### Completed

1013-02	remove 'might be because' from last sentence of Impacts	KL/SN		
1013-03	Make a view on whether the OA subgroup should cover all years apart from current year or not.  <b>Decision made.</b>	KL/SN		
1013-04	KL to liaise with GW and SM to decide if STCP 11.1 and STCP 16.1 are better kept separate or not.	KL/SN		
1013-05	NGET to clarify what outage information in PLDs are used for and what data are required to be included in a PLD to facilitate the job of outage planners.  <b>Outages include reference to PLDs</b>	SN		
1013-06	NGET to clarify if any additional information are required by the Modelling Subgroup	XZ		
1013-07	NGET confirm that no application had been received, but we had been requested to undertake a joint study to determine optimum landing point. <b>Recommend JPC to sign off ToR and study results and ensure joint planning.</b>	AH		
1013-08	NGET to provide information on Dynamic Line Ratings  <b>ETYS includes DLR. New actions see below.</b>	AH		

1013-09	NGET to provide any requirements on the ANM scheme urgently. <i>BA to write a note to the JPC on lessons learnt and recommendations for future schemes and includes background info. Action reassigned to Sade Onajobi</i>	SO	June '14	The SO continues to support the introduction of ANM schemes and is proposing the introduction of an STCP to define the process of their design and management. Should a working group be convened it is hoped that an STCP could be issued early in 2015.
1013-10	NGET to clarify the main application of the wider system ANM scheme. <i>KD to report back with priorities and agree a timetable</i>	KD	June '14	<p>It is anticipated that ANM schemes will interface with the SO's future Energy Balancing System (EBS) due in service in early 2015, which will perform a security constrained despatch of generation in the Balancing Market but also could perform an Automatic Generation Control (AGC) function. The rules used to constrain generation would need to be carefully considered depending upon their status e.g. small distribution connected, BELLA, BEGA and finally BCA holders not in the previous categories.</p> <p>The STCP would ensure that any algorithm forming a part of the ANM scheme, although TO owned, would discharge the obligations of the SO to NGET's satisfaction. The need for duplication of signals and the definition of acceptable fall-back modes of operation would also be defined such that any claim for compensation subsequent to any mal-operation could be dealt with fairly and efficiently.</p> <p>Should it not be possible for an ANM scheme to be delivered to NGET's requirements as SO, or correspond with the commissioning of a generator, then it is proposed that inter-</p>

				tripping would be recommended and that this should be suggested to all relevant developers at an early stage such that this functionality becomes an integral part of their development and thus not funded by the SO or TO, as this would enhance that developer's prospect of access to the Transmission System. Thus communication and SCADA facilities would be available as a reversionary solution.
1013-11	NGET to initiate discussions with SPT in relation to the Kilgallioch ANM scheme and other similar schemes	BA		
1013-13	NGET to confirm the status of the Chapelcross planning request <b>Require a point of contact - acknowledgement</b>	KD	June '14	<p>Scope of works:-  Protection at Harker 132kV will be replaced to be made compatible with SPT proposed changed. A P443 relay module to upgrade existing protection shall be designed, supplied, installed and commissioned at the Harker 132kV substation for the Harker-Chapelcross 132kV circuit. The protection will include (but is not limited to) the following functions:  Feeder Protection Main  Integral Inter-trip to Main Feeder Protections  The new feeder protection will be integrated with existing DAR, Overcurrent, O/L Alarm and Trip, Overload Delay Timer Relay 1&amp;2, Synchronising and TR Reset Timer.</p> <p>There was debate between NG and SPT about the responsibility of the cross-site fibre works. SPT is expecting NG to carry out works to connect into the 400kV substation and NGET is only expecting to provide the</p>



				<p>fibre connection from relays to the SPT comms panel in the 132kV telecoms room believing SPT would match same point of service as existing (132kV). SPT have noted that the termination point for multiplexed services is at the 400kV. This is yet to be confirmed.</p> <p>The outages be moved to 12/10/15 – 9/11/15 as advised by SPT.</p>
1013-14	<p>NGET to liaise with SHET to decide on the scope of works required under the Longanet Inter-trip planning request. <b>Provide any justification that we see for the upgrade</b></p>	KD/BP	June '14	<p>First teleconference was held on 20 June 2014, the next is planned for mid-July when SPT expect to have some initial programme information.</p>
1013-15	<p>NGET to update the Construction Planning Assumptions as soon as practicable.</p> <p><b>Short Term - current CPAs being updated from July 2013</b></p> <p><b>Longer Term - looking to change how information is accessed via the TEC Register by Scottish TOs by means of a change to the STCP and provision of useful guidelines on ranking.</b></p>	VH		
1013-16	<p>NGET to update on the Grid Code modification in relation to W24 Submissions</p>	KD	July '14	<p>The Industry Consultation, in conjunction with the DCRP, was published on 25 February 2014 and closed on 25 March 2014. National Grid has submitted the Report to the Authority and barring issues should be complete by the end of August. This being the case, provided that the Grid Code changes can be implemented fairly quickly it is quite possible for the data to be a part of the 2015 data process that starts in week 17.</p>

1013-17	NGET to start the discussions internally on this the embedded generation issues.	AH	June '14	NG looking at internal and embedded generation on access rights, connection process, against planning codes & planning standards - as volume doesn't just net off some demand anymore. Has been placed on the ENSG Agenda. Discussions are ongoing.
1013-18	NGET to specify dates and milestones, and provide clarity on what is required from the TOs	RP		
1013-19	NGET to check concerns about voltage control <b>No major concerns</b>	KD		
1013-20	OC subgroup needs to work with OFTOs to clarify the concerns and propose a code change if required. <b>Proposal made recommendation to GS and e-mailed this to interested parties for info.</b>	KD to liaise with Graham Stein		
1013-21	Subgroup leaders to advise on the timeline for STC/STCP changes	Subgroup leaders		
1013-22	NGET to update on any ongoing assessments on SSR and filters.	XZ		
1013-23	SPT to provide a briefing note on GSR10 to BP <b>The commercial aspects have been considered before taking the decision to put it out to consultation again.</b>	DC/DA		
1013-24	NGET to ensure that DA and BP are involved in the discussions	BA to liaise with VH		
1013-25	NGET to share views on connections on sub-	KD	June '14	Briefing note to NGET staff attached. New Action <b>0710-03</b> raised

	transmission voltages with SPT and SHET. <b>More clarity required. High priority. Action reassigned to KD to reflect on and provide proposals.</b>			
1013-26	NGET to issue the voltage control Planning Request to SPT <b>Complete - 7th Feb</b>	KL/BA		
1013-27	Investment Planning Subgroup to add Voltage Issues on the agenda for the next meeting	SW		
1013-28	Investment Planning Subgroup to add Bol on the agenda for the next meeting	SW		
1013-03	JPC does not cover Yr1 & 2 but concerns raised by AH that lessons learnt from Yr1 & 2 should be fed back to JPC to ensure appropriate actions are taken forward.			
0114-01	Mark Osborne to provide an update on the success around the Humber Smart Zone. <b>AH to follow-up with MO</b>	AH/MO	June '14	Installed dynamic ratings (weights) and now collecting information ready for analysis in about 12 months' time.
0114-02	NGET to provide estimates on what the benefits of undertaking this upgrade is recognising the estimated capital cost. <b>Action reassigned to KD to report back by mid-June</b>	KD	Mid-June	There have been a number of Planning Requests related to this but the future low level of availability anticipated for PEHE and LOAN generation dictates that we reappraise the issues.  It is recognised that the request by SPG to resolve the long-standing issue at LOAN may still need to be resolved (Action 1013-14) and I've asked for their input, but that the need for communication system improvements between STHA and PEHE yielding a 35ms

				<p>improvement in response has now gone.</p> <p>KD has been in contact with the power station and waiting response to query regarding continuing need for resolution of the unit selectivity issue.</p> <p>The potentially low level of conventional plant availability does leave a potential issue in the management of B6 boundary under high wind generator output conditions; hence the submission of the planning requests PR_2014_SHET001 and PR_2014_SPT001.</p> <p>The benefit of the B6 I/T scheme for the 2013/4 year being ~£147,000/intertrippable MW thus making the design and use of these schemes economic on the assumption that scheme arming and utilisation costs are proportionate.</p> <p>No significant benefits in reducing clearance times.</p>
0114-03	<p>Embedded generation, smalls and BELLAs remain an issue as they aren't included on the TEC Register, NGET to look into extracting that information from the Week 24 submissions.</p>	AH/BA		<p>Guidance note will be produced.</p>
0114-04	<p>JPC Recommend that STCP11.1 is updated to provide feedback on the outage plan for Yrs. 1 &amp; 2, including lessons learnt, to the Operational Assessment subgroup. The Subgroup then reviews and passes the issues to the appropriate group then coordinate and feedback up the JPC.<b>KD Reported back</b></p>	AH/KD		

0114-05	DA to check against the current list of TORIs to see if any have been overlooked.	DA		
0114-06	Confirm who recipient/post box is within NGET.	BA		
0114-08	Request SW to put a note to the JPC after the IPC meeting on the 7th Feb to confirm what they have agreed to do and the timescales.	SW		
0114-09	AH to contact Prof. Keith Bell to ask if there is anything he needs from us to support his work, if not then offer a meeting after then end of February to share our findings. <b>DA confirmed Prof. Keith Bell was working in an ad-hoc advisory position and had not been asked to specifically look at Scottish Security of Supply at this time.</b>	AH		
0114-10	BA to provide background to DA on the outage combination conditions that require NG to use Harker to secure demand for E&W and liaise with Investment Planning committee. <b>Options being discussed - defer to subgroup to resolve.</b>	BA		
0114-12	JPC Operational Assessment Subgroup to advise on the acceptable level of complexity for Operational Inter-tripping schemes/ Active Network Management Schemes.	OA SubG	June '14	<p>During discussion by the subgroup KD advised that he is proposing an STCP Modification Proposal to create a new STCP specifically for ANM schemes in the expectation that a working group will be convened to consider this and the wider issues created by such schemes, including the interaction with I/T schemes. This has been approved by the STC Panel.</p> <p>It is anticipated that ANM schemes will interface with the SO's future Energy Balancing System (EBS) due in service in early 2015, which will perform a security</p>

				<p>constrained despatch of generation in the Balancing Market but also could perform an Automatic Generation Control (AGC) function. The rules used to constrain generation would need to be carefully considered depending upon their status e.g. small distribution connected, BELLA, BEGA and finally BCA holders not in the previous categories.</p> <p>In the interim NGET are not proposing to suspend development of ANM schemes but that these or inter-trip schemes will need to be addressed on an individual needs basis until an agreed formal strategy is adopted. NGET is anticipating that the AGC (automatic generation control) algorithms that are being considered for the new Energy Balancing System may be a way forward and that the SO and TOs can get their experts to discuss the possibilities in due course. It is not anticipated that a formulaic approach to setting a complexity limit is necessary as each project would be approached on its merits.</p> <p>Note: The EBS does so-called network-secure despatch and hence an export limit for a region may be set.</p>
0114-13	Discuss generic issue with Commercial and put some clarity around the process both for internal guidance and publicly for generators to view how we will be considering the application. Set up meeting with John Twomey, AH & BA.	AH/BA	June '14	
0114-14	Prepare a note for JPC on lessons learnt and proposals for taking them forward, and any issues	RP		

	the JPC are required to intervene on. RP			
0114-15	Set target to review and update relevant STCPs for ETYS. RP	RP		
0114-16	KD to draft some proposals to share with the JPC. <b>Code amendments have been proposed.</b>	KD		
0114-17	KD to provide a brief following the meeting. <b>STC Section K has been reviewed as adequate and the NG Reactive Working Group subsequently wound up.</b>	KD		
0114-18	OA Group to review and update relevant STCPs and update PLD pro-forma.	OA SubG	June '14	<p>KD advised that a draft of STCP18-1 is to be re-circulated to potential contributors shortly and has been submitted to the June 2014 STC Panel for comment and for subsequent issue.</p> <p>KD advised that STCP11-1 is presently being slightly amended to reflect the agreement to incorporate feedback from current year planning into the longer term planning process, but issue is not anticipated until November 2014.</p> <p>Consideration of changing STCP11-3 is to perform outage costing in year 1 is outside the remit of the JPC-OA (which covers years 3-8). It is considered that this is the responsibility of the Project Coordination and Progress Review sub-group's remit.</p> <p>The PLD pro-forma is considered adequate in its current form by the JPC-OA (STCP16-1 refers), and is the responsibility of the JPC-IP.</p>

0114-19	OA Group to update and re-circulate ToR following meeting in March.	OA SubG		Completed 27 March 2014.
0114-20	All subgroup to inform JPC on proposed timescales for updating STCPs. JPC will then feed this back to the STC committee. <b>VH to follow-up with subgroups</b>	All SubGs VH	June '14	Completed
0114-21	Before the next ENSG Meeting JPC to hold a teleconference to share rationale for the selection of projects included in the ENSG templates. <b>VH to arrange for end of May</b>	VH	May '14	Agreed at ENSG to keep reporting on projects
0114-22	AH to feedback Schedule 3 review to STC alongside STCP reviews and Boundary of Influence data exchange?	AH	June '14	
0114-23	On North Connect AH to find out what involvement Scottish TO should have had in signing off the CBA.	AH		
0114-25	Request Modelling Subgroup to review provision of Wk. 24 Data back to the TOs with regular updates.	AH		
0114-26	AH to keep DA updated on the situation. <b>Investment Planning Group to follow up on this.</b>	AH		
0114-27	MB to set up teleconference when agenda is circulated.	MB		
0429-01	Investment Planning Subgroup to report back following their meeting in May. Ref Bol.	SW/AH		Agenda item
0429-02	BP/AH to check if Paul Nielsen has had any involvement with CBAs.	BP/AH	June '14	Yes
0429-03	JPC members asked to reflect and feedback on, Connection Applications processes, Planning	JPC members	June '14	Agenda item



	Assumption requirements to ensure NG can deliver what TOs want in a time and format that is useful, and indeed any other policies and/or processes that are a cause for concern back to VH or direct to AH or KD.			
0429-08	AH to speak to Angela Quinn regarding using Condition 2B (rather than M&N) to demonstrate how we've ring-fenced the application and kept it up to director level as separate.	AH	July '14	CION process used to look at this - worked quite well. Only challenge in adopting the CION process in an application timescale is difficulty in getting decisions made that meet everyone's timescales. Needs a lot of discipline timewise.
0429-09	BP to review. (updated CSSs)	BP	July '14	Spoke to Jim Molley - Resource Issue - request to prioritise a list.
0429-10	KD to set up teleconference/workshop with TOs and Commercial to find a common place to deal with short-medium term issues.	KD	July '14	First teleconference held 19 June 2014 AH volunteered to circulate notes on meeting.
0429-12	KD to review chairmanship for Project Coordination and Progress Review subgroup.	KD	July '14	As SNPT is split by TO in terms of review and management and staffing, this will be split between Kanan Ganakesavan (SPT) and Stephen Nyemba (SHE-T).
0429-13	RP to identify key dates and put some telephone conferences in with the JPC that can be stood down if not required.	RP	July '14	Dates circulated 10/07/2014
0429-15	XZ to provide the JPC with information on increasing number of HVDC links there is greater interaction - how do we ensure all the TOs have got the appropriate models to study the network performance	XZ	June '14	Workshop scheduled for 2nd October to compare models and will feedback following the meeting.
0429-16	KD to email round (current projects in scope for inter-tripping)	KD	May '14	Completed May '14

0429-17	VH to include full membership details on JPC Subgroups report.	VH	July '14	Completed July '14
1013-12	SPT to confirm whether Strathaven/Harker works are still required with the change of the generation background.	DA		CLOSED  Still including these works in some connection offers
0114-11	AH to put an ENSG paper together on non-firm access	AH		CLOSED Completed - Circulate!
0429-04	SPT & SHETL to review. (Denny SGT Overload)	DA/BP		CLOSED No plans to install 2nd transformer
0429-06	Action for Investment Planning Group - on reflection we get a number of applications - in ETYS should we periodically do a joint stability study.	SW		CLOSED
0429-07	Action for Investment Planning Group - to review the programme of work.	SW		CLOSED - moved to JPC-IP responsibility
0429-11	KD to pick up issues with TOCAs and templates as part of Performance Excellence.	KD		CLOSED  Under way - Jim Molley to lead
0710-01	KD to agree and review as part of working group priorities and timescales on planning requests already made.	KD	by next meeting	CLOSED ANMWG - trial to be arranged
0710-02	KD to organise for Liena Vilde to speak to TOs	KD/LV	by next	CLOSED

	regarding interface with ENA Working Group. TOs to nominate persons to be involved.	TOs	meeting	
0710-03	KD to pull together a small working group to identify a range of solutions for consideration. DC to ask Transmission Ops and Distribution Ops colleagues to contribute.	KD/DC	by next meeting	CLOSED Circulated a paper. Control Room agreeable.  If there are no distribution circuits connected to those 33kV bars our Control Room are prepared to take control of them - otherwise they won't.
0710-04	AH to establish a review on how to manage data exchange (ref: Closed action 0114-22)	AH	by next meeting	CLOSED RP update ETYS - EMR Team debate
0710-05	XZ to feedback following 2nd October Workshop comparing models used to study network performance in light of increasing HVDC links with greater interaction.	XZ	by next meeting	CLOSED Still not working well focus needs to be maintained.  Workshop Held - Plan in place to compare and fwd PF Model to SPT
0710-06	With the exception of the weekly meeting subgroups to provide latest minutes from subgroups and pull out highlights to share with the JPC.	Subgroups	by next meeting	CLOSED
0710-07	BP to review the flagging up of outages with conditions within SHET.	BP	by next meeting	CLOSED Outages dependant upon wind has been annotated. Wind has to be below 40% for the outages to be secure.  Local arrangements put in place - SQSS Review taking place
0710-09	Modelling: All parties to action - where errors are	All parties	by next	CLOSED

	identified or concerns, they are feedback in a constructive timely way.		meeting	Action for Modelling Group Process in Place
0710-10	XZ to create an action log to identify issues and resolutions to be included in minutes and Modelling team to address creating a process for ease of feedback.	XZ	by next meeting	CLOSED
0710-11	Performance Excellence: KD/PS to set up a workshop in Scotland with TO reps.	KD/PS	by next meeting	Complete - positive meeting and follow up booked for October.
0710-12	Peterhead: AH to ask Karan to run a some quick studies on base load against current scenarios	AH	by next meeting	CLOSED  Prepared an internal note which was shared with System Design - where we sat and thought about different ways of doing wider and enabling works and what from an SO we are comfortable with - which comes back to the number of generators you control - is it enabling or do you have sufficient generation, you've got enough control actions that can make it wider. Obviously if it's wider - it gives us more time to do it. SW to share process later in the meeting.

**Minutes Control Sheet**

<b>Date of Minutes</b>	<b>Amendment</b>	<b>Amended By:</b>	<b>Approved by and date:</b>
25 <sup>th</sup> November 2014	Addition of missing action under minute number 3.1.1.6 (Action 1125-08)	Vivien Hobbs – 27 <sup>th</sup> January 2015	JPC – 27 <sup>th</sup> January 2015